

**AGENDA  
SCIMP  
OCTOBER 24, 2019**

**AGENDA ITEM #2  
APPROVAL OF MINUTES**

**FEBRUARY 28, 2019**

**DRAFT**

**Steering Committee-Implementation of Master Plan (SCIMP)  
Minutes, February 28, 2019  
Council Chamber, City Hall  
6:30 PM**

**MEMBERS PRESENT:** Gregory Schwarz (Chair), Keith Davio (Planning Board Rep.), Sarah Riley (Alt. Conservation Commission Rep.), Karen Liot Hill (Alt. City Council Rep.), Joan Monroe (Alt. Planning Board), Clifton Below (Vice Chair/City Council Rep.)

**MEMBERS ABSENT:** Susan Almy (Conservation Commission Rep.), Bruce Garland (Planning Board Rep.)

**STAFF PRESENT:** David Brooks (Director, Planning & Zoning), Rebecca Owens (Associate Planner)

**GUESTS:** Meghan Butts (LEAC) and Robert Welsch (Heritage)

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**1. CALL TO ORDER – Gregory Schwarz called the meeting to order at 6:31 PM.**  
Sarah Riley was given voting privileges in the absence of Susan Almay.

**2. APPROVAL OF MINUTES – September 22, 2018**

Amendments: Page 1, Members Present: Change “Hill Liot” to “Liot Hill”, Add “(“ before Alt City Council Rep, Add “Planning Board)” after Joan Monroe (Alt; Page 1, Line 13 Change “David Brooks” to “Clifton Below” in the Motion; Page 1 Line 23: Add “the” before Winter; Page 3, Line 13: Add “s” after suggestion; Page 3, Line 11: Remove “of”; Page 3, Line 15 Change “Hill Liot” to “Liot Hill”; Page 4, Line 31 Change “David Brooks” to “Keith Davio”.

*A MOTION was made by Mr. Davio to approve the September 27, 2018 Minutes as amended. The MOTION was seconded by Mr. Below.*

*\* The vote on the MOTION was unanimous in favor (4-0).*

**3. STUDY ITEMS:**

**A. MASTER PLAN IMPLEMENTATION STATUS REPORTING**

There were two guests from other committees who attended this orientation, Meghan Butts (LEAC) and Robert Welsch (Heritage). This is the first meeting to provide orientation to the Master Plan SCIMP CHaMP roles. There will be 2 additional meetings, but they will not be held in conjunction with SCIMP.

The Master Plan Implementation Performance Reporting is new. Some master plans have a reporting process, but it is not currently incorporated in the City’s Master Plan. There are no metrics for measuring success. The purpose of this reporting mechanism is to provide a way to document where the City is related to the Master Plan, including what has been accomplished, what is being worked on, and what still needs to be addressed. It will be useful for the City Budget as well as an engagement tool with the public.

1 If new studies have taken place since the Master Plan, there will be links within this reporting tool to the  
2 new resources and additional projects, and it will keep the information up to date. The State requires the  
3 City's Planning Board to promote the work within the Master Plan (RS 674:1, I(a)) and to "amend it from  
4 time to time" (RSA 674:1, I).

5  
6 Each committee or board is assigned a chapter of the Master Plan and will have an assigned CHaMP or  
7 reporting lead from the committee. The format of the reporting form that Ms. Owens presented has been  
8 iterated and refined through several versions by Staff and some of the CHaMPs. This training provides an  
9 understanding that should be helpful to answer questions in advance of completing the online form.

10  
11 Ms. Owens demonstrated how to complete the online form. She referred to the actions and strategies  
12 within each chapter and how they related to one another. This new reporting process will be beneficial to  
13 see where the City has been, and it will become the foundation for how the Master Plan should be revised.  
14 This reporting tool will enable getting information between all the departments that are functioning under  
15 the Master Plan. It will also make all the materials available on one place.

16 Some CHaMPs have already volunteered. There will be a parallel role within the departments, usually  
17 the Director of the department. There is a list of the primary responsibilities for oversight on reporting  
18 the actions and strategies. There are 1-4 outcomes per chapter and about 45 actions and strategies for  
19 each chapter. The report will be about the actions and strategies used to achieve the outcomes. Some of  
20 the outcomes may be used to change policy and to drive budget considerations. The reporting status  
21 would reflect the years the funding was received and what results were achieved, where applicable.

22  
23 The plan is to work on approximately 15 actions and strategies for each chapter, about 1/3 of the total for  
24 each chapter. There may be cross references between some chapters in some cases. The CHaMP will  
25 pick 15, with a mix of those completed, some that are active, pending or ongoing, and some that are being  
26 considered for the future, or what is now going to be done. One trick is to create a project list - complete,  
27 active and new-and match them to the most appropriate actions and strategies.

28 Ms. Owens gave a sample of how a report could be completed and what it would look like on the website.  
29 There is a master spreadsheet showing all the IDs referenced in the chapters, the outcomes, strategies and  
30 actions. For example, the ID 3.1.S.1 means Chapter 3, Outcome 1 Strategy 1 which comes out of the  
31 Master Plan. Or 3.2.A.1, which means Chapter 3, Outcome 2, Action 1. She gave examples of how the  
32 links work within the website. This new form is a living document which can be updated as things  
33 change. It is not reasonable to update the Master Plan annually or when things have changed. This  
34 information may support the quarterly reports to the City Council. This reporting tool will be a way to  
35 formalize and make the information available to the public.

36  
37 Ms. Owens showed an example form from one committee. The first part is similar to a survey to provide  
38 the initial information about documents that the CHaMPs will complete. The form gives examples of  
39 each response to be completed, and allows multiple ways to complete the information, like free text and  
40 drop-down menus. This first round, there is a backlog of information from previous years 2012-2018 to  
41 get documented. Annually it will be less work. The forms can be edited after they have been submitted.  
42 Pictures and documents can be attached to the report. Some members suggested adding documentation  
43 about funding, other than budgets, that is received to accomplish the projects. There is a button to request  
44 that a copy of the submitted form be sent to the person who submits the document, which will be useful to  
45 keep. To look for cross references for an action or strategy around a specific topic, Ms. Owens showed  
46 how one can do a keyword search of the master spreadsheet or Master Plan text.

Ms. Owens summarized the next steps. During Winter/Spring 2019 there will be orientation sessions to the forms. During March, the boards and committees will choose the 15 strategies to report. In April the CHaMP can go back to the other members and get the content they will use to report information. Hopefully by the end of April the draft information will be reviewed with the board or committee before submitting the online form. By Summer and Fall 2019 they will complete the missing information, look for performance metrics and share the SCIMP executive summary of this first round of report content and resources with the public.

**4. OTHER BUSINESS:**

Ms. Riley inquired about getting minutes sooner or sent by email to SCIMP committee members in a draft format.

**5. OPEN DISCUSSION: - None**

**6. ADJOURNMENT:**

*A MOTION was made by Mr. Below to adjourn the meeting at 8:03 PM. The MOTION was seconded by Mr. Davio.*

*\* The vote on the MOTION was unanimous in favor (4-0).*

Respectfully submitted,  
Linda Billings  
Recording Secretary